

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-10

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Agency
Maryland State Police

Division/Unit
Administrative Services Bureau

Item No.	Description	Retention
10-01	<p>This action establishes the records retention and disposal schedule number 971-10.</p> <p><u>LEOBR HEARING BOARD DOCUMENT FILE</u></p> <p>This file contains personnel orders and pre-hearing documentation relating to scheduling of Hearing Board cases. It also contains chronological data detailing information and requests from defense counsel and prosecutorial personnel, rulings on motions and Hearing Board reports. Reports/files are filed alphabetically by name of the MSP sworn personnel whose case has been referred to the LEOBR Office.</p>	<p>Retain all case files in the LEOBR Office for three (3) years after the Hearing Board was convened and rendered a decision on a case and a case is considered closed, then forward to the Records Management Center for an additional 27 years retention, then destroy.</p>

Approved by Department, Agency, Division or Unit Representative

Date: February 25, 1997

Signature: Carl Banaszewski / PRV

Type Name: Carl Banaszewski

Title: Director, Planning & Research Division

Schedule Authorized by State Archivist

APR 09 1997

Date:

Signature: Edward C. Papenfuss

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Maryland State Police

2. DIVISION
Administrative Services Bureau

3. UNIT

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
LEOBR Hearing Board Document File

5. EARLIEST YEAR/LATEST YEAR
1990 to Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
10-01

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7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
3 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

1201 Reisterstown Road
Executive Bldg. Pikesville Md 21208

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain all case files in the LEOBR Office for three (3) years after the Hearing Board was convened and rendered a decision on a case and a case is considered closed, then forward to the Records Management Center for an additional 27 years retention, then destroy.

19. NAME AND TITLE OF PREPARER
Thomas L. Vondersmith, Jr.
Dept. Records Officer

20. TELEPHONE NUMBER

(410) 653-4253

21. DATE

Feb. 25, 1997